

	HUMAN RESOURCE MANAGEMENT OFFICE	October
		MONTH
	Accomplishment Report	2023
		YEAR

I. SCREENING & SELECTION

TARGET DEPARTMENT	NAME OF CANDIDATES	PURPOSE OF SCREENING	NATURE OF APPOINTMENT (Original / Promotion / Transfer / Reemployment / Reappointment)	PRESENT POSITION	TARGET POSITION
Assessor's Office	JUCAR, LORENZO CHARLES A.	Promotion	Permanent	LAOO-III	LAOO-IV
	DY, GUILLERMO MARIA JR. B.	Promotion	Permanent	LAOO-III	LAOO-IV
MARDH	MIRANDA, MA. CLARITA N.	Promotion	Permanent	MS-I	MS-II
	AMBATALI, CHARMAINE AISHA M.	Hiring	Original	none	MS-II
	MACUD, FAJAD T.	Hiring	Original	none	MO-III
	LUCAS, LODA D.	Promotion	Permanent	Nurse I	Nurse II
	ALILING, LEALYN S.	Promotion	Permanent	Nurse I	Nurse II
	AGTARAP, GLORY M.	Promotion	Permanent	Nurse I	Nurse II
	MACABANTE, CHARISMA N.	Hiring	Permanent	none	Nurse II
	GARCIA, SANDRA F.	Promotion	Permanent	AO-I	Nurse I
	GAMMAD, ROXANNE YSABELLE A.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	MARZAN, RHEA A.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	CARGANILLA, MARY ETHELENE C.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	FELIPE, JESLEE T.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	ESQUIVEL, GEMMA S.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	RODRIGO, SHAMICA LEI V.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	LAMORENA, RICHARD E.	Hiring	Permanent	Cont'l. Nurse	Nurse I
GANZAGAN, MICHELLE S.	Hiring	Permanent	Cont'l. Nurse	Nurse I	

	DE LEON, JOEFREY S.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	MARIGMEN, ARIANE M.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	SOTELO, SHARI JANE LOUISE U.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	LORREDO, SANITY FLORENCE U.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	TULIAO, DENNICE KATHY FLEET N.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	DANCEL, JUNALYN O.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	MERCADO, JANE C.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	GALUPO, PRECILA D.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	DALOG, HERWILYN A.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	RICARDO, RUBEN II P.	Hiring	Permanent	Cont'l. Nurse	Nurse I
	PACIS, SHIELA C.	Hiring	Permanent	Cont'l. Nursing Attendant	Nursing Attendant I
	ROBLES, REZIEL A.	Hiring	Permanent	Cont'l. Nursing Attendant	Nursing Attendant I
	SAGUIBO, KENNETH A.	Hiring	Permanent	Cont'l. Nursing Attendant	Nursing Attendant I
	TAYAB, NYMPHA A.	Hiring	Permanent	Cont'l. Nursing Attendant	Nursing Attendant I
	VELASCO, KARLA MAY D.	Hiring	Permanent	Cont'l. Nursing Attendant	Nursing Attendant I
	PAYNOR, APRIL MELLOWAYNE V.	Hiring	Permanent	Cont'l. Nursing Attendant	Nursing Attendant I
	CENTINO, RACHEL A.	Hiring	Permanent	Cont'l. Nursing Attendant	Nursing Attendant I
	GALAPON, VALERIE V.	Hiring	Permanent	Cont'l. Nursing Attendant	Nursing Attendant I
	DEL ROSARIO, LEONIDA C.	Hiring	Permanent	Cont'l. Nursing Attendant	Nursing Attendant I
	PALAGANAS, SHELLA MAY P.	Hiring	Permanent	Rad. Tech. I	Rad. Tech. II
	PINEDA, MELJEAN R.	Hiring	Permanent	Cont'l. Rad. Tech.	Rad. Tech. II
	DE BELEN, ALYSSA MAE B.	Hiring	Permanent	Cont'l. Rad. Tech.	Rad. Tech. I
	BUMANGLAG, CHRISTOPHER JAMES M.	Hiring	Permanent	Cont'l. Rad. Tech.	Rad. Tech. I

II. PROCESSED APPOINTMENTS (New Appointment/Promotion)

NAME OF APPOINTEE	POSITION	EMPLOYMENT STATUS (Permanent, Coterminus, Temporary)	DEPARTMENT	EFFECTIVITY OF APPOINTMENT	SALARY RATE
RIENER P. LOPEZ	HRMO-I	Permanent	PHRMO	October 31, 2023	P27,000.00
MA. CHARINA BENITEZ	Admin. Asst.	Permanent	PHRMO	October 31, 2023	P18,620.00
GABRIEL P. GONZALES	COH-I	Permanent	PALANAN	October 31, 2023	P90,078.00

III. TRAINING

A. IN-HOUSE

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
ABCs of BOCs and other Office Documents	PGI Employees incharge in Communications	Regular and Cont'l.	PGI	October 26, 2023

B. HOSTED BY OTHER GOVERNMENT AGENCIES OR PRIVATE INSTITUTIONS

TITLE OF TRAINING/SEMINAR	NAME OF PARTICIPANTS	POSITION TITLE	DEPARTMENT	TRAINING DURATION
Masterclass in Critical Thinking, Problem Solving & decision Making	LOPEZ, NOEL MANUEL R. YASTO, NICOLE MARIE B.	Prov'l. Administrator Attorney IV	Admin. Office Admin. Office	October 5-6, 12-13, 2023
Certificate Course on Public Finance and Budgeting (CC_PFB)	NUESA, MARIO JOSE JR. V.	SAO	ADMIN.	Oct. 11, 2023
Leave Administration Course for Effectiveness (LACE)	LOPEZ, RIENER P. UY, KATHRINA ISABELLE D.	HRMO-I RO-I	PHRMO	Oct. 24-26, 2023
24th National Convention of the Ass. Of Tourism Officers of the Phils. (ATOP)	ALLAM, RODAMAE L.	AO-II	TOURISM	October 4-6, 2023
Seminar on Internal Control Standards for the Philippine Public Sector (ICSPPS)	CAUAN, DONDI AL B.	Internal Auditor I	PIACO	Oct. 17-19, 2023
Internal Control Standards for the Philippine Public Sector (ICSPPS)	ALCARAZ, MA. LUISA AGCAOILI, RICHELDA T.	Accountant II Admin. Officer IV	ACCTG. OFFICE	Oct. 17-19, 2023
Government Transactions-La Union	GUZMAN, ALEXIS P.	AA-VI	GSO	Oct. 19-20, 2023

Nat'l. Meat Inspn. Service Regl. Trng. Optns. (Heightened Enforcement)	TULIAO, MYLA T.	Farm Worker I	PVET	Oct. 5-6, 2023
Animal Waste Mgmt. and Utilization for small hold Farmers	ARCAINA, MERCY P.	DVM	PVET	Oct. 9-13, 2023
70th Nat'l. Board of Trustees Regular Meeting at El Nido, Palawan	PAGAYATAN, REBECCA P.	Storekeeper	PGSO	Oct. 12-13, 2023
Brief Tobacco Intervention Trng. (BTI)	SORIANO, MARIA FLORESSA P.	Nurse I	PHO-FHS	Oct. 12-13, 2023
Online Risk Mgmt. Refresher Course	KANOY, MARIA THERESA P.	SAO	PTO	Oct. 10-13, 2023
Writing in the Workplace " A Lecture workshop on Basic Communications	SIA, SHIRLEY S. PINTUCAN, BLADIMIR A. GATAN, IVY M. VIESCA, JULIE ANN J.	AO-IV CDO-II Admin. Asst. I Cash Clerk I	ENRO PTO	Oct. 10-11, 2023
Training of Trainers (TOT) on Pest and Nutrient Mgmt.	ACOB, MAILYN O.	Farm worker I	OPA	Oct. 9-13, 2023
Webinar on Best Practices Guide to the Law and IRR for Procurement of Consulting Services on October 4-6, 2023	MANGABA, WALTER L.	AA-I	Admin.	Oct. 4-6, 2023
Int'l. Trng. Center on Pig Husbandry "Feednovation:3Ps of Feed Production and Processing , Lipa Batangas	BARACAO, JEANETTE I.	Veterinarian I	PVET	Oct. 23-27, 2023
Tech'l. Skills Dev't. Trng. For Veterinarians of R-02	AGUYEN, LUCKY P.	Veterinarian I	PVET	Oct. 23-27, 2023
Training of Trainers on the enhanced population awareness and family life orientation (E-PAFLO)	CRUZ, CHARMIYA ROSALINA L.	SWO-IV	PSWD	Oct. 23-27, 2023
National Trainer's Course on swine Artificial Insemination	MOLINA, DARIO R.	Agri. Tech. I	PVET	Oct. 23-27, 2023
Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS) Training	MOLINA, DARIO R.	Agri. Tech. I	PVET	Oct. 23-24, 2023

IV. EMPLOYEE ORIENTATION

NAME OF PARTICIPANTS	POSITION	DEPARTMENT	CONDUCTED BY (NAME OF HR PERSONNEL)

V. SUBMISSION OF POST TRAINING REPORT

NAME OF EMPLOYEE	POSITION	TITLE OF TRAINING/SEMINAR	DATE SUBMITTED

SHIRLEY S. SIA	AO-IV		
BLADIMIR A. PINTUCAN	CDO-II	Writing in the Workplace " A Lecture workshop on Basic Communications	October 17, 2023
IVY M. GATAN	Admin. Asst. I		
MARIA LUISA F. ALCAREZ	Accountant II	Seminar on Internal Control Standards for the Philippine Public Sector (ICSPPS)	November 6, 2023
RICHELDA T. AGCAOILI	Admin. Officer IV		
NOEL MANUEL R. LOPEZ	Provincial Administrator	Masterclass in Critical Thinking, Problem Solving & Decision Making	October 18, 2023
NICOLE MARIE B. YASTO	Attorney IV		
JOEY S. TEJADA	Public Service Officer II	The ABCs of BOCs and other Office Documents	October 27, 2023
LOPEZ, RIENER P. UY, KATHRINA ISABELLE D.	HRMO-I RO-I	Leave Administration Course for Effectiveness (LACE)	November 6, 2023

VI. OFFICIAL BUSINESS MONITORING

NAME OF EMPLOYEE	PLACE OF ASSIGNMENT	DATE OF INSPECTION	CONDUCTED BY (NAME OF HR PERSONNEL)
none			

VII. OTHER PROGRAM/PROJECT/ACTIVITY

PROGRAM/PROJECT/ <u>ACTIVITY</u>	PROJECT DESCRIPTION	STATUS/REMARKS/ ACCOMPLISHMENT

VIII. OTHER FUNCTIONS

ISSUED MEMO	SUBJECT	MEMO FOR	DATE ISSUED	REMARKS
#007	Submission of Organizational Chart and Training Needs	Department Heads / Employees	October 23, 2023	
#008	Procedure for TBA/TSA	Department Heads / Employees	October 25, 2023	
PREPARED BY: (SGD.) <u>QUENNIE A. COMA</u> HRMO-I		APPROVED BY: (SGD.) <u>JANETTE A. CASTILLEJO</u> Provincial Human Resource Management Officer		